

**MADERA COUNTY**  
**RISK MANAGEMENT ANALYST**

**DEFINITION**

Under general direction, to perform a variety of duties involved in the analysis and administration of the County's risk management and insurance programs; to review, handle, and assist with the presentation of the County's position of workers' compensation and liability claims; to perform general administrative assignments as delegated by the Assistant County Administrative Officer; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized single position class responsible for the analysis and administration of the County's risk management and insurance programs. The position works under the general direction of the Assistant County Administrative Officer and has a high level of delegated responsibility for the County's risk management and insurance programs. Other administrative assignments are performed as delegated.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs a variety of specialized job assignments related to the analysis and administration of the County's risk management programs; reviews insurance policies and programs for cost effectiveness and their ability to meet the County's risk management needs; confers with departments regarding risk exposure arising out of County operations and recommends methods to minimize these exposures; develops recommendations regarding the means of avoiding future potential losses; participates in the development and implementation of policies and claim procedures relative to the County's self-insured liability program; administers the day-to-day operations of the County's various self-insurance programs; analyzes the terms of contracts with the County to assure the proper insurance requirements are met; investigates and reviews claims against the County to evaluate potential County liability and settlement possibilities; coordinates litigation and assists outside legal counsel; compiles and presents workers' compensation case information for County management; develops recommendations on the disposition of workers' compensation cases; confers with department managers and employees to assess safety needs and formulates and recommends proposals for establishing and maintaining sound safety practices; conducts safety inspections and arranges for corrective measures where necessary; maintains liaison with appropriate state governmental agencies concerned with safety standards; evaluates claims and develops recommendations for the Claims Review Committee regarding the reserve amount and possible methods of claims disposition; may negotiate settlements on behalf of the County; performs special projects and assignments as delegated by the Assistant County Administrative Officer.

## **OTHER JOB RELATED DUTIES**

Maintains comprehensive records on injuries, claims, and billings; maintains records and files and prepares statistical materials, reports, and correspondence; performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Functions, organization, and programs of local government agencies.  
Organization of County government and the functions of each department.  
Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.  
Principles and techniques of management and program administration.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Legislative management and coordination principles and practices.  
Research and reporting methods, techniques, and procedures.  
Sources of information related to a broad range of programs, services, and functions related to area of assignment.  
Principles of establishing insurance programs and the handling and settling of claims.  
Regulations and operations of the State Workers' compensation system.  
Principles of risk management analysis.  
Modern office practices, methods, and computer equipment.  
Principles and procedures of financial, statistical, and administrative record keeping.  
Work safety programs and procedures.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Exercise a high level of delegated responsibility for the development and administration of the County's risk management and insurance programs.  
Develop information and recommendations for the settlement of Workers' Compensation claims.  
Coordinate risk management and insurance programs with other involved County Department.  
Represent assigned functions to other government agencies.  
Provide staff assistance to the Assistant County Administrative Officer and other management staff.  
Plan, organize, and carry out assignments from management staff with minimal supervision and direction.  
Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

**Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible experience working in risk management, workers' compensation, and insurance programs.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations; some ability to sit, stand, walk, kneel, stoop, and twist; some exposure to the outdoors.

**Effective Date:** May, 1995